

THE REBUILDING FILE

NO STRUCTURAL INSPECTION CERTIFICATE SHALL BE ISSUED UNLESS THE LICENSEE AND THE MECHANIC WHO INSPECTS THE VEHICLE ARE SATISFIED THAT THERE IS A COMPLETE RECORD OF ALL THE INFORMATION, DOCUMENTS AND PHOTOGRAPHS REQUIRED TO BE KEPT.

The rebuilding file must contain the following which must be reviewed PRIOR to the structural inspection of the “salvage” branded vehicle.

THE TECHNICIAN SHALL USE THE PHOTOGRAPHS AND INFORMATION PROVIDED IN THE REBUILDING FILE TO ESTABLISH THAT THE VEHICLE IS THE ONE DESCRIBED IN THE RECORD.

Required Information:

1. Rebuilt Vehicle Parts Audit Form.
2. Name and address of person who rebuilt the “salvage” status vehicle.
3. The name and address of the present vehicle owner if different from the vehicle rebuilder.
4. Name and address of insurer or self-insurer of the vehicle who paid out the claim for the “salvage” vehicle or the name and address of the person who declared the vehicle a total loss.
5. The make, model year and vehicle identification number of the vehicle.
6. A list, and copy of the invoices for the major components used in rebuilding the vehicle, and the vehicle identification number of the vehicle the components came from.
7. The estimate of repairs is required from the original person who declared the vehicle a total loss.
8. Copy of the invoice for the purchase of a vehicle chassis, clearly showing the vehicle identification number of the vehicle from which the chassis came.
9. Two colour photographs showing the front, rear and sides of the “salvage” vehicle, taken prior to rebuilding.
10. One colour photograph of the “salvage” vehicle taken at the time of inspection while positioned on a frame/unibody alignment bench. This colour photograph is required even if it appears that no unibody or frame repair has been performed.
11. If the wheel alignment is inspected at a premise other than your Structural Inspection Station, a written statement and print out of the wheel alignment must show it meets the manufacturer’s standards, including the VIN of the vehicle and the name, address and signature of the person making the statement and a copy of the specifications for the vehicle.
12. This statement must also contain his/her trades certification number (310) under the Apprenticeship and Certification Act, 1998.
13. Complete records of all the information, documents and photographs prior to any inspection being completed.
14. Inspection must be performed at the MTO licensed inspection station.
15. Structural joint/seam of all repaired or replaced chassis components must be accessible for inspection, and all such joints shall be clean and free of sealant and of soundproofing or rust-proofing materials at the time of inspection.
16. The documents in the rebuilding file, copies of the dimensional data obtained during the inspection, copy of the Structural Inspection Certificate and a copy of the Rebuilt Vehicle Parts Audit Form, must be sent to the Ministry within 7 days after a successful inspection.
17. Colour photograph of the vehicle while on the anchoring/measuring bench.